

LANCASTER COUNTY
MEDICAL RECORDS COORDINATOR

NATURE OF WORK

This is responsible work organizing and supervising functions related to medical records within a County-operated nursing facility.

Work involves planning, organizing and supervising all functions relating to medical records. Work also involves scheduling, supervising and evaluating Ward Clerk staff; assisting in the development and revision of medical record procedures; processing all release of information requests; conducting quantitative and qualitative medical records reviews; and monitoring the timely return of current resident medical orders and reports. Supervision is received from the Nursing Director with work being reviewed in the form of the effectiveness and efficiency of the medical records services and compliance with department, State and Federal policies and regulations. Supervision is exercised over subordinate Ward Clerks.

EXAMPLES OF WORK PERFORMED

Plan and coordinate all functions of the Medical Records division; schedule, supervise and evaluate Ward Clerk staff; assist in the orientation of all new staff regarding medical records and documentation requirements.

Ensure confidentiality of all resident medical records; monitor timely return of telephone orders, history and physical reports, discharge summaries, physician visit letters, lab and x-ray reports, and other records as necessary; conduct quantitative and qualitative medical records reviews; assist in the development and revision of procedures related to medical records as determined by departmental, State and Federal policies and regulations.

Prepare medical records for destruction, arrange destruction operation and obtain and maintain destruction records; maintain resident discharge records including performing discharge analysis, referring deficiencies to appropriate persons, and preparing records for permanent file; process all release of information requests.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of completing and maintaining medical reports and record forms utilized in a nursing facility.

Considerable knowledge of state and federal regulations pertaining to medical records confidentiality, maintenance and destruction.

Knowledge of medical terminology.

Ability to schedule, plan, supervise and evaluate the work of subordinate personnel.

Ability to revise procedures and make decisions within the framework of established departmental, State and Federal policies and regulations.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, residents and the general public.

Ability to organize and maintain accurate records reflecting health care services provided.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level coursework in medical or related field and considerable experience in maintaining medical records plus experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level coursework in medical or related field and experience in maintaining medical records plus some experience in a supervisory capacity.

NECESSARY SPECIAL REQUIREMENT

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed nursing facility as required by the State of Nebraska.

Approved by: _____
Department Head

Personnel Director

Revised 8/97

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